

## **FINAL**

### Temple Town Hall Advisory Committee (TTHAC) Minutes, October 22, 2013

Present: Ron Pulos, Connie Kieley, Tedd Petro, Dick Benotti, Julie Middleton, Sydney Thomas, Deb Harling.

Absent: Dick Keuper

1. Minutes, April 15, 2013: Ron distributed the amended minutes from the April 15 meeting. After perusing the corrections and additions, the group voted its unanimous approval.

2. Exterior of the Town Hall: Dick provided the group with a painting estimate from S & S Painting and Decorating, Inc. for painting the Town Hall in yearly stages, beginning in 2014 with the southern exterior and completing the job in 2017 with the northern exterior for a total of \$14,300.00. (See attached estimate/schedule) Dick advised the group that he would be getting another estimate to present to the BOS for their planning purposes. The TTHAC unanimously approved the concept of painting the Hall in stages, after Connie moved to that effect and Dick seconded her motion. Connie reported that the CIP Committee had considered removing the painting of the Town Hall from their yearly projections because the total annual cost is likely to be under \$5,000.00. The TTHAC disapproved of this suggestion. As a Town-owned property, requiring ongoing oversight and upkeep, our committee recommends that it remain on the CIP's radar.

Recently John Kieley and Dick Benotti inspected the exterior of the Town Hall and noted areas of wood rot in the Annex rear window trims. Subsequently, John enlisted Greg Ellis' advice as to how best to repair these areas. Given that the Annex was completed in 2007, the Committee expressed their dismay that rot would have occurred so soon. All six rear window casings need to be replaced, and Greg advised replacing them with cellular PVC trim, which has a long life and needs little upkeep. Tedd inquired about the possibility of the Town Hall's insurance policy covering the cost of such repairs. The TTHAC will suggest the BOS check into this.

Tedd proposed that our Committee recommend a warrant article be presented annually at Town Meeting, requesting \$2,000 be added to the Town Buildings Maintenance & Repair Expendable Trust Fund. Committee members unanimously agreed to present this recommendation to the BOS.

3. Issue of Town Hall Keys: Deb Harling arrived at the meeting to advise the Committee on the matter of possession of keys to the Town Hall and Annex. Keys have been distributed to numerous persons, duplicates have likely been made, and there is presently no accurate record of who has a key. Deb suggested it would be helpful to have a firmer handle on key distribution by installing new locks, operated by non-reproducible/distinctively coded keys. An inventory of

each key and its assignee would then be tracked at the Town offices. There is no evidence of abuse thus far, but the possibility remains. The Committee asked Deb to get an estimate for the cost of changing the locks, since the expense may be significant and the group was undecided as to its necessity. Once an estimate is received, we can decide whether or not to recommend this to the BOS. If recommended and approved, Deb suggested the cost for the replacements be put in next year's budget.

4. LCHIP report: While we performed our annual inspection of the Town Hall, Ron brought the Committee up to date on the requirements of the LCHIP Annual Monitoring Report. The Town's 2013 report will inform LCHIP of the multiphase painting schedule now established for the Town Hall exterior, and that despite signs of normal paint wear, the overall condition of the building's exterior does remain very good. LCHIP will also be advised that the building's interior remains in excellent condition, as do all its mechanical systems. .

5. Handicap restroom: Ron noted that a crack has appeared in the wall of the handicap restroom at the front of the Hall. It will require spackling and painting.

6. The meeting adjourned at 11:32 AM.

Respectfully submitted,  
Sydney Thomas

**ATTACHMENT**

**ESTIMATE  
DATE 9/25/2013**

**S & S Painting and Decorating, Inc.  
E-mail: sandspainting@ne.rr.com  
Phone: (603) 358-5594  
Fax: (603) 358-5187**

**NAME / ADDRESS  
Town of Temple, NH  
Main Street Temple, NH 03084**

<b>DESCRIPTION</b>	<b>TOTAL</b>
<b>Painting Budget for South Wall - Temple, NH Town Hall – 2014</b>	<b>\$3,200.00</b>
RRP Prep Siding and Trim	
Caulk Vertical Gaps in Siding to Trim	
Spot Prime Bare Wood	
Finish Paint Siding and Trim with Top Quality Latex Paint	
No Work to Windows	
<b>Painting Budget for East Wall - Temple Town Hall – 2015</b>	<b>\$4,000.00</b>
same scope as above	
<b>Painting Budget for North Wall - Temple Town Hall – 2016</b>	<b>\$3,200.00</b>
same scope as above	
<b>Painting Budget for West Wall - Temple Town Hall – 2017</b>	<b>\$3,900.00</b>
same scope as above	

**Prices are for materials and labor**

**TOTAL      \$14,300.00**